FEE BASIS
Version 3.5
USER MANUAL

Replacement Pages
For
Batch Deletion of Completed Batches
NOIS CHA-1097-32277

March 1999

Batch Main Menu - CH
Close-out Batch

Example

```
Select FEE BASIS BATCH NUMBER: 156          C93999
Want to review batch? NO// YES


Patient Name ('*' Reimbursement to Veteran   '+' Cancellation Activity)
            ('#' Voided Payment)                          Batch Number
   Vendor Name                            Vendor ID   Invoice #  Dt Inv Rec'd
   FR DATE    TO DATE   CLAIMED    PAID    SUSP CODE
===============================================================================


KIRKER,DENNIS                        019-40-9130                156
   BASIC GENERAL HOSPITAL                     7463254956   250         8/15/94
   08/14/94 08/18/94   2.00         .00
   Dx: 100.0

*KIRKER,DENNIS                       019-40-9130                156
   BASIC GENERAL HOSPITAL                     7463254956   263         8/15/94
   08/14/94 08/18/94  50.00         .00
   Dx: 300.11  Dx: 300.11

Do you still want to close Batch? YES// <RET>


NUMBER: 156                           OBLIGATION NUMBER: C93999
  TYPE: CH/CNH                        DATE OPENED: OCT 11, 1994
  CLERK WHO OPENED: GRAY,MARY ELLEN   STATION NUMBER: 500
  TOTAL DOLLARS: 0                    INVOICE COUNT: 2
  PAYMENT LINE COUNT: 2               DATE CLERK CLOSED: JAN 10, 1995
  CONTRACT HOSPITAL BATCH: yes        BATCH EXEMPT: NO


  STATUS: CLERK CLOSED



Batch Closed


Select FEE BASIS BATCH NUMBER:
```

Batch Main Menu - CH
  Re-open Batch

⚷ FBAASUPERVISOR - required to reopen batches other than those you
opened.

Introduction

The Re-open Batch option is used to reopen a Fee Basis batch with a batch status of
CLERK CLOSED. You may wish to reopen a batch to add or delete payment lines.
Batches that have been released, transmitted, or finalized by a supervisor <u>cannot</u> be
reopened. You may reopen <u>only</u> those batches which you originally opened, unless
you hold the FBAASUPERVISOR security key, which allows you to reopen <u>any</u>
batch with a CLERK CLOSED status. When a batch is reopened by someone other
than the person who created it, the name of the person who <u>reopened</u> it will then be
listed as the person who opened the batch.

NOTE: This option does <u>not</u> change the date opened. If you wish, you may change
this information by using the Edit Batch data option. Although you may access all
closed Fee Basis batches, only Civil Hospital batches should be reopened through
this option.

To reopen a batch, you may enter the batch number or the name of the clerk who
opened it at the "Select FEE BASIS BATCH NUMBER:" prompt. The output is
automatically generated to your screen, and there is no way to exit the option once
the process has started.

Example

```
Select FEE BASIS BATCH NUMBER: 173          C89621


NUMBER: 173                           OBLIGATION NUMBER: C89621
  TYPE: MEDICAL PAYMENTS              DATE OPENED: NOV  4, 1994
  CLERK WHO OPENED: GRAY,MARY ELLEN   STATION NUMBER: 500
  TOTAL DOLLARS: 876                  PAYMENT LINE COUNT: 8
  STATUS: OPEN                        INVOICE COUNT: 8

Batch has been Re-opened!


Select FEE BASIS BATCH NUMBER:
```

Batch Main Menu - CNH
Re-open Batch

⚷ FBAASUPERVISOR - required to reopen batches other than those you opened.

Introduction

The Re-open Batch option is used to reopen a Fee Basis batch with a batch status of CLERK CLOSED. You may wish to reopen a batch to add or delete payment lines or correct an overpayment. Batches that have been released, transmitted, or finalized by a supervisor <u>cannot</u> be reopened. You may reopen <u>only</u> those batches which you originally opened, unless you hold the FBAASUPERVISOR security key, which allows you to reopen <u>any</u> batch with a CLERK CLOSED status. When a batch is reopened by someone other than the person who created it, the name of the person who <u>reopened</u> it will then be listed as the person who opened the batch.

NOTE: This option does <u>not</u> change the date opened. If you wish, you may change this information by using the Edit Batch data option. Although you may access all closed Fee Basis batches, only Community Nursing Home batches should be reopened through this option.

To reopen a batch, you may enter the batch number or the name of the clerk who opened it at the "Select FEE BASIS BATCH NUMBER:" prompt. The output is automatically generated to your screen, and there is no way to exit the option once the process has started.

Example

```
Select FEE BASIS BATCH NUMBER: 73          C93999


NUMBER: 73                           OBLIGATION NUMBER: C93999
  TYPE: CH/CNH                       DATE OPENED: JUL 30, 1993
  CLERK WHO OPENED: GRAY,MARY ELLEN  STATION NUMBER: 500
  TOTAL DOLLARS: 169                 INVOICE COUNT: 2
  PAYMENT LINE COUNT: 2              STATUS: OPEN

Batch has been Re-opened!


Select FEE BASIS BATCH NUMBER:
```

Batch Main Menu - CNH
Release a Batch

When a batch is released, the 1358 DAILY RECORD file is decreased by the amount of the batch. An adjustment transaction to the obligation is created. If the dollar amount of the batch exceeds the amount of the obligation in the 1358 DAILY RECORD file, the batch cannot be released in its entirety.

FBAASUPERVISOR - required to access this option.

Introduction

The Release a Batch option is used to certify that a batch is ready to be released to Austin for payment. The certifier may review all line items in the batch or may simply release the batch as correct without review. Only batches with a status of CLERK CLOSED may be entered.

When a batch is released for Community Nursing Home, individual line item payments are posted to authorizations on the 1358. All successfully posted line items will be released in the batch. If a line item payment exceeds the dollar amount on the obligation, then the payment will be held and put into a new batch.

NOTE: Although you may access all open Fee Basis batches with this option, it should only be used to release Community Nursing Home batches.

Example

```
Select FEE BASIS BATCH NUMBER: 73           C93999


NUMBER: 73                              OBLIGATION NUMBER: C93999
  TYPE: CH/CNH                          DATE OPENED: JUL 30, 1993
  CLERK WHO OPENED: KENDRICK,GAYE G     STATION NUMBER: 500
  TOTAL DOLLARS: 169                    INVOICE COUNT: 2
  PAYMENT LINE COUNT: 2                 DATE CLERK CLOSED: OCT 14, 1994


  STATUS: CLERK CLOSED


Want line items listed? NO// y  YES
```

Batch Main Menu
  Re-open Batch

⊶☌ FBAASUPERVISOR - required to reopen batches other than those you opened.

Introduction

The Re-open Batch option is used to reopen a Fee Basis batch with a batch status of CLERK CLOSED. You may wish to reopen a batch to add or delete payment lines or correct an overpayment. Batches that have been released, transmitted, or finalized by a supervisor <u>cannot</u> be reopened. You may reopen <u>only</u> those batches which you originally opened, unless you hold the FBAASUPERVISOR security key, which allows you to reopen <u>any</u> batch with a CLERK CLOSED status. When a batch is reopened by someone other than the person who created it, the name of the person who <u>reopened</u> it will then be listed as the person who opened the batch.

NOTE: This option does <u>not</u> change the date opened. If you wish, you may change this information by using the Edit Batch data option.

Example

```
Select FEE BASIS BATCH NUMBER: 173          C89621


NUMBER: 173                            OBLIGATION NUMBER: C89621
  TYPE: MEDICAL PAYMENTS               DATE OPENED: NOV  4, 1994
  CLERK WHO OPENED: GRAY,MARY ELLEN    STATION NUMBER: 500
  TOTAL DOLLARS: 876                   PAYMENT LINE COUNT: 8
  STATUS: OPEN

Batch has been Re-opened!


Select FEE BASIS BATCH NUMBER:
```

Batch Main Menu
  Release a Batch

 When a batch is released, the 1358 DAILY RECORD file is decreased by the amount of the batch. An adjustment transaction to the obligation is created. If the dollar amount of the batch exceeds the amount of the obligation in the 1358 DAILY RECORD file, the batch cannot be released.

 FBAASUPERVISOR - required to access this option.

Introduction

The Release a Batch option is used to certify that a batch is ready to be released to Austin for payment. The certifier may review all line items in the batch or may simply release the batch as correct without review. Only batches with a status of CLERK CLOSED may be entered.

NOTE: Although you may access all open Fee Basis batches with this option, it should only be used to release Medical and Travel batches.

Example

```
Select FEE BASIS BATCH NUMBER: 276            C15004


NUMBER: 276                          OBLIGATION NUMBER: C15004
  TYPE: MEDICAL PAYMENTS             DATE OPENED: MAY  7, 1993
  CLERK WHO OPENED: HENSLER,BARBARA  STATION NUMBER: 500
  TOTAL DOLLARS: 10                  PAYMENT LINE COUNT: 2
  DATE CLERK CLOSED: JUN 21, 1993


  STATUS: CLERK CLOSED


Want line items listed? NO// y  YES
```

Batch Menu - Pharmacy
Open a Pharmacy Batch

⟳ When a batch is opened, checks are made against the IFCAP software to ensure a valid station number, authorized control point user and open obligation number are selected.

Introduction

Fee Basis bills are paid in groups called batches. The Open a Pharmacy Batch option is used to create a new Pharmacy batch. To enter, edit, or delete payment data in these batches, use the appropriate invoice options in the Pharmacy Main Menu.

Example

```
Want to create a Pharmacy Batch? YES// <RET>

Pharmacy Batch number assigned is: 101


  ARE YOU ADDING '101' AS A NEW FEE BASIS BATCH (THE 41ST)? Y  (YES)

Select CONTROL POINT: ?
 ANSWER WITH CONTROL POINT NAME NUMBER
CHOOSE FROM:
   20            020 FEE
   999           999 FEE CIVIL HOSP

Select CONTROL POINT: 20  020 FEE
Select Obligation Number: ??

CHOOSE FROM:
   500-C89211  --  1358   Obligated - 1358
               FCP: 020    $ 4800
   500-C89621  --  1358   Ordered and Obligated
               FCP: 020    $ 80000
   500-C89622  --  1358   Obligated - 1358
               FCP: 020    $ 80000
   500-C89699  --  1358   Transaction Complete
               FCP: 020    $ 30000

Select Obligation Number: 500-C89622     --  1358   Obligated - 1358
               FCP: 020    $ 80000
```

Batch Menu - Pharmacy
Re-open Batch

⚷ FBAASUPERVISOR - required to reopen batches other than those you opened.

Introduction

The Re-open Batch option is used to reopen a Fee Basis batch with a batch status of CLERK CLOSED. You may wish to reopen a batch to add or delete payment lines or correct an overpayment. Batches that have been released, transmitted, or finalized by a supervisor <u>cannot</u> be reopened. You can reopen <u>only</u> those batches which you originally opened, unless you hold the FBAASUPERVISOR security key, which allows you to reopen <u>any</u> batch with a CLERK CLOSED status. When a batch is reopened by someone other than the person who created it, the name of the person who <u>reopened</u> it will then be listed as the person who opened the batch.

NOTE: This option does <u>not</u> change the date opened. If you wish, you may change this information by using the Edit Batch data option.

To reopen a batch, you may enter the batch number or the name of the clerk who opened it at the "Select FEE BASIS BATCH NUMBER:" prompt. The output is automatically generated to your screen, and there is no way to exit the option once the process has started.

Example

```
Select FEE BASIS BATCH NUMBER: 11           123456


NUMBER: 11                              OBLIGATION NUMBER: 123456
  TYPE: HOMETOWN PHARMACY PAYMENTS      DATE OPENED: APR 17, 1989
  CLERK WHO OPENED: GRAY,MARY ELLEN     TOTAL DOLLARS: 161
  INVOICE COUNT: 4                      PAYMENT LINE COUNT: 13
  STATUS: OPEN

Batch has been Re-opened!


Select FEE BASIS BATCH NUMBER:
```